



City of Newcastle

Planning Certificate Application

Section 10.7 Environment Planning and Assessment Act 1979

Use this form to apply for the issue of a Certificate under Section 10.7(2) or 10.7(5) Environmental Planning and Assessment Act 1979.

Office Use Only

Fees:	Application fees are listed below.	Receipt No:
Lodgement:	Send the application to us by mail, email or deliver it in person. See page 2	Amount:
Need help?	Phone our Call Centre on (02) 4974 2000, or come in and see us.	Date:

Application for:	<input type="checkbox"/> One Application required for each Lot Section 10.7(2) - issued within 5 working days Note: Includes identified land specified in Exempt & Complying SEPP (2008)	Fee: \$53.00 (GST free)
	<input type="checkbox"/> Tick type required Section 10.7(2) & 10.7(5) - issued within 5 working days Note: Section 10.7(5) cannot be issued separately	Fee: \$133.00 (GST free)
	<input type="checkbox"/> Urgent Fee (Additional fee) - issued within 24 hours on working days	Fee: \$98.75 (GST free)
	<input type="checkbox"/> Additional Copy (email or mail)	Fee: \$26.00 (GST free)

1. Your name, address etc

Applicant name (or company)

Postal address.....
.....Postcode.....

E-mail address

Phone.....Alternative phone.....

Contact person

Your Reference

Please complete **both** Postal and Email address and **tick preferred delivery method.**
(one delivery only for basic fee)

2. Location and title description of the property
[1 Application required for each Lot]

Unit NoHouse NoStreet.....

Locality.....

Lot.....Section.....

Deposited Plan Strata Plan.....

Get these details from rate notice, property deeds, or from Council property maps. If unsure, ask us for assistance.

**3. Current owners
name and address**

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Applications can be lodged either:

1. In person at the Customer Contact Centre, located on the ground floor of **12 Stewart Avenue, Newcastle West.**

We are open for business from 8.30am to 5pm, Mondays to Fridays.

2. By mail - Postal address - Chief Executive Officer – City of Newcastle, PO Box 489 Newcastle 2300.
3. Email your application to applications@ncc.nsw.gov.au and you will be contacted to make payment. **Application cannot be processed until payment is made. Payments accepted between 8.30am and 5pm.**

Email to: applications@ncc.nsw.gov.au

Payment Methods

You can pay by cash, cheque or the following debit cards using EFTPOS: American Express, Visa or Mastercard. Make cheques payable to 'Newcastle City Council'. **Credit card merchant fee may apply.** Do not send cash in the mail.

Coming in to see us?

Our Customer Contact Centre is located on the ground floor of the City of Newcastle Administration Centre, 12 Stewart Avenue, Newcastle West.

How to contact us:

Phone: (02) 4974 2000
E-mail: applications@ncc.nsw.gov.au
Web: www.newcastle.nsw.gov.au